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I. Progress and Accomplishments during Fiscal Year 1958.

A. The undersigned took over the direction of the Projects and Procedures Staff in December, 1957. At that time the primary objective and mission of the Staff was the reorganization of all of the regulations in the [redacted] and the development of a new Personnel Manual and accompanying handbooks. In addition, some members of the staff were involved in the implementation of certain changes in the organization of the Office of Personnel and the elimination of certain duplicated functions within some of the Operating Divisions of the Office of Personnel.

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B. Recently our mission has been clarified to the extent that our primary function is the preparation of the Personnel Manual and the correlation of proposed personnel regulatory material with other regulations already in existence or in the process of development.

C. Considerable effort has been exerted by this Staff in the development of the new Personnel Manual. To date, one chapter, Chapter VI - Personnel Records, has been submitted to the office of the Deputy Director (Support).



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There are at least seven other chapters that are in draft stage, ready for editorial review.

D. Some of the activities that this staff has participated in are as follows:

1. Participated in the development of plans and procedures and their implementation in the conversion of certain [redacted] STAT

[redacted] STAT

2. Performed a management type of study of the cable and pseudonym functions being performed within the Office of Personnel and recommended the transfer of these functions from the Employee Relations Branch, POD to the Office of the Chief, RSD.

3. Coordinated the implementation of the consolidation of the applicant processing and EOD functions within the Office of Personnel thereby eliminating a certain duplication of effort and resulting in a man-power savings within the Office of Personnel.

4. Made a study on the advisability of establishing a "travelling personnel file" system for overseas installations and recommended against it.





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5. Aided BCD and RSD in the establishment of a registry control system to facilitate the processing of dispatches concerning hospitalization and insurance, medical claims, and credit union matters.

E. The following are personnel regulations and notices that were submitted to the Office of the Deputy Director (Support) during fiscal year 1958, either for publication or for Agency coordination:

STAT [redacted]

Absentee Voting

Position Standards - Revision of GP Schedule Section

Temporary "Summer-only" Employment of Dependents of Agency Personnel

Method of Selecting Dependents of Agency Personnel for Temporary "Summer-only" Employment

Staff Agents

STAT [redacted]

Detail of Agency Employees

Section I: Overseas Tours of Duty, Duration of Tours of Duty

Pay Administration, Section II: Periodic Step-Increases; Section III: Longevity Step-Increases

Section I: Standard Allowances and Differentials





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STAT [redacted] Allowances, Eligibility for Post Differential

STAT [redacted] Allowances, Clothing Allowances, Section I: Military Uniforms

STAT [redacted] Employees' Compensation and Overseas Medical Benefits

STAT [redacted] Employees' Compensation and Overseas Medical Benefits

STAT [redacted] Leave - Delegating to Chiefs of Station the approval of requests for maternity leave of 6 months or less and eliminating the requirement of headquarters approval of military leave for field personnel.

STAT [redacted]

Military Leave

Military Leave

Leave to Attend Religious Services on Good Friday

Hours of Work, Overtime and Holiday Work

Hours of Work, Compensatory Time Off or Payment of Overtime to Night Duty Officers

Hours of Work, Early Dismissal During Hazardous Weather

Hours of Work, Personnel for FI/RI Second Shift

Hours of Work, Memorial Day

Hours of Work, Dismissal of Personnel Due to Excessive Heat

Hours of Work, Independence Day

, Employee Emergencies

Employee Services, Federal, State and District of Columbia Income Tax Reporting



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STAT [redacted], Employee Services, Income Tax Reporting Assistance

[redacted], Employee Services, State and Other Income Tax Reporting

[redacted], Employee Services, United States Savings Bond Program

[redacted] Insurance; Federal Employees' Group Life Insurance

STAT [redacted] General Separations

STAT [redacted] Paragraph 5a., - Personnel Locator Cards

STAT [redacted] Control and Loan of Official Personnel Folders

STAT Amendment to [redacted] Contract Personnel

F. The following proposed regulatory issuances were withdrawn from Agency coordination:

STAT [redacted] Personnel Policies

Detail of Agency Employees

[redacted]lowances, Eligibility for Post Differential

[redacted]llowances, Eligibility for Post Differential

Leave under Cover Situations

Employee Emergencies

General Separations

Separations, Employment Review Board

G. The following issuances were rescinded during fiscal year 1958:

STAT [redacted] CIA Career Service Program, Review of Personnel Actions Affecting Career Employees





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STAT [redacted] CIA Career Service Program, Changes in Career Designations

CIA Career Service Program, Assigning Career Designations to Staff Agents

Preparation and Processing of Standard Form No. 52.

H. The following Office of Personnel Memoranda were prepared and processed by the Projects and Procedures Staff during Fiscal Year 1958:

OPM No. 10-305-3, Classification of Official Information and Material

OPM No. 20-410-23, Candidates Requiring Special Approval

OPM No. 20-605-11, and OPM No. 20-605-11 (Supplement No. 1), Increased Minimum Pay Rates for Engineering and Scientific Positions

OPM No. 20-705-6, Status Reporting of Adverse Actions including Involuntary Separations

OPM No. 20-715-1, Separation for Military Service and Subsequent Restoration to Agency Employment

OPM No. 20-950-2, Civilian Personnel Detailed from Other Government Establishments

II. Plans and Objectives for Fiscal Year 1959.

The primary objective for fiscal year 1959 will be the completion of the revision of the personnel series in the Agency regulatory issuances. In the meantime, the Staff will continue to process for coordination and publication those regulations which will require revision prior to the publication of the entire new personnel policy manual and procedural handbooks.



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The Staff will further be involved in the development of Office of Personnel Memoranda where procedures involve more than one Operating Division or Staff within the Office of Personnel.

III. Plans and Objectives for Fiscal Year 1960.

In the regulatory issuance field, continued efforts to improve the issuances as they apply to personnel management will be the major objective of this Staff.



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